



Arizona Medical Board

9545 East Doubletree Ranch Road • Scottsdale, Arizona 85258

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FINAL MINUTES FOR HIRING COMMITTEE MEETING

Held at 12:15 p.m. on November 10, 2004

9545 E. Doubletree Ranch RD -Scottsdale, Arizona

Hiring Committee Members

Sharon B. Megdal, Ph.D., Chair

Edward J. Schwager, M.D.

Patrick N. Connell, M.D.

Ingrid E. Haas, M.D.

Albert Ray Tuttle, P.A.-C

Board Counsel

Christine Cassetta, Assistant Attorney General

Staff

Cherie Pennington, Director of Human Resources

Emilio Velez, Sr. Recruiter, ADOA, HR

Call to Order

Sharon B. Megdal, Ph.D., Committee Chair, called the meeting to order at 1:13 p.m.

Roll Call

The following Committee Members were present: Sharon B. Megdal, Ph.D., Edward J. Schwager, M.D., Patrick N. Connell, M.D, Albert Ray Tuttle, P.A.-C. The following Committee Member was absent: Ingrid E. Hass, M. D.

Call to the Public

There was no-one present for the Call to the Public.

NON-TIME SPECIFIC ITEMS

Update and Discussion of Interview and Selection Process

Dr. Megdal informed PA Tuttle the Arizona Medical Board had discussed the interview options at the Board Teleconference Meeting, which took place just prior to this teleconference meeting of the Hiring Committee. The Board agreed on one interview to be conducted on Saturday, November 20, 2004 with the full Board. She went on to state the Committee needed to decide what time the interviews would start with at least one hour for each interview.

The Committee Members agreed the first interview would begin at 9:00 a.m., followed by the second interview at 10:15 a.m., and a third interview at 11:30 a.m. followed by a lunch break from 12:30 p.m. to 1:00 p.m. The fourth and final interview would begin at 1:15 p.m. Board discussion of the candidates would begin following the conclusion of the fourth interview.

MOTION: Discussion Only

Discuss and Create Interview Questions for Executive Director Candidates (*Discussion and Vote*)

The Hiring Committee may vote to discuss this matter in Executive Session pursuant to A.R.S. § 38-431.03(A)(1) (2) and (3).

Dr. Megdal confirmed each Committee Member present had received the final list of questions, including the one for a single interview containing eleven questions. She suggested if Committee Members had comments regarding the final questions to refer them to Emilio Valez, Recruiting Manager, ADOAHR, who will refer them to Dr. Megdal for final approval. The Committee Members agreed with Dr. Megdal's suggestion.

MOTION: Discussion Only

Process for Background and Reference Checks

Mr. Velez was directed to contact the candidates to make the necessary arrangements for their interviews, to obtain references and credentials from each candidate and proceed with checking the references and credentials for each candidate.

Dr. Connell confirmed with Mr. Velez that each candidate had regulatory experience.

Dr. Schwager stated he wished to confer with Mr. Velez regarding the process following the interviews at a later time. Mr. Valez assured Dr. Schwager he would be available at Dr. Schwager's convenience.

MOTION: Discussion Only

Approval of Minutes

September 20, 2004 Hiring Committee Meeting Minutes

October 13, 2004 Hiring Committee Meeting Minutes

MOTION: Sharon B. Megdal, Ph.D. moved to approve the Hiring Committee minutes of September 20, 2004, with an amendment to the end of the last sentence of the second paragraph on page 2 to read, "the person does not have to be a medical professional, in lieu of "however a medical background is not required" and the Hiring Committee minutes of October 13, 2004, with no amendments.

SECONDED: Edward J. Schwager, M.D.

VOTE: 4-yay, 0-nay, 0-abstain/recuse, 0-absent

MOTION PASSED

Meeting adjourned at 1:27p.m.

[seal]

Barry A. Cassidy, Ph.D., P.A.-C, Executive Director